



**Secretary of State  
Debra Bowen**

STATE OF CALIFORNIA

**CALIFORNIA APPLICATION FOR APPROVAL  
OF A VOTING SYSTEM**

# **APPLICATION INSTRUCTIONS**

**Effective: May 14, 2008**

# CALIFORNIA APPLICATION FOR APPROVAL OF A VOTING SYSTEM

## APPLICATION INSTRUCTIONS

### INTRODUCTION

Section 19201 of the California Elections Code provides that, “No voting system, in whole or in part, shall be used unless it has received the approval of the Secretary of State prior to any election at which it is to be first used.”

Prior to considering any new voting system for approval, or any modification to a currently certified voting system, the Secretary of State conducts a thorough examination and review of the proposed system that typically includes:

- Review of the application and documentation of the system;
- End-to-end functional examination and testing of the system;
- Volume testing under election-like conditions of the system and/or all voting devices with which the voter directly interacts;
- Security testing that includes a full source code review and penetration (Red-team) testing of the system;
- Accessibility examination and testing of the system; and
- Public hearing and public comment period.

This document provides detailed instructions for completion and submission of the Application, the first step in review and consideration for approval of a voting system. At the conclusion of this document, there is a brief explanation of the next steps in the review process.

### GENERAL INSTRUCTIONS FOR ALL APPLICANTS

A complete Application for Voting System Approval consists of the completed Application forms and supplementary materials. The Application forms are composed of five parts and must be submitted electronically on a compact disc (CD):

- **Part 1 – Request For Approval & System Identification** – This part must be completed by all applicants. In addition to submitting the form electronically on CD, a copy of the completed Part 1 should be printed, signed and submitted as a letter of transmittal together with the electronic application and remaining supplementary materials.
- **Part 2 – Ownership & Control** – This part must be completed by all applicants.
- **Part 3 – References** – This part must be completed by all applicants.
- **Part 4 – Index of System Technical Documentation** – Applicants are required to provide documentation for each system component, including technical & operational specifications, promotional materials & identifying photographs, operating instructions, maintenance instructions, training materials and simplified voter instructions. Part 4 of the Application form must be completed as an index to the documentation.
- **Part 5 – System Change Log – This Excel workbook** must be completed if any components of the system have previously been approved for use in California as part of a different version of the system.

All parts of the Application form may be downloaded from the Secretary of State’s website at: [http://www.ss.ca.gov/elections/elections\\_vs.htm](http://www.ss.ca.gov/elections/elections_vs.htm). Detailed instructions for each part of the form are provided below.

All parts of the Application, as well as other documentation, should be submitted electronically on CD. The Application forms should be located in the root directory of the CD. The system documentation files should be located in a sub-directory named “System\_Documentation”. Please, do not order the documentation data further into sub-directories. Identifying photographs may be submitted in either .JPG,

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.BMP, .GIF or .TIF format. All other system documentation data may be submitted in either Acrobat PDF or Microsoft Office application format (i.e. Word, Excel, PowerPoint, etc.)

In addition to the completed Application forms and system documentation detailed above, the applicant must also provide the following supplementary materials as part of the Application:

- **Proposed Security and Use Procedures for the proposed voting system.** These must be written to conform to the template for such procedures that is available from the Secretary of State's website at: [http://www.ss.ca.gov/elections/elections\\_vs.htm](http://www.ss.ca.gov/elections/elections_vs.htm). This document must be submitted in Microsoft Word format. It should be included in the root directory of the Application CD.
- **All federal Voting System Testing Laboratory (VSTL) Reports on the Voting System.** These must all be in electronic format and *must all be sent directly from the VSTL to the Secretary of State*. If the reports have not yet been finalized, please have the VSTL send the most current available versions. The reports must cover the exact version of the system and its components for which approval is sought. If any of the reports are "supplemental" covering the modifications to the system since the previous report, please have the VSTL send all supplemental reports, as well as the original report on which they are based. Finally, if there are modifications to the system for which there is no VSTL report, please have the VSTL send us a statement that modifications are not material and federal testing is not required.
- **Approval documents from other states.** Please provide copies of the most recent document of approval or certification for each state in which this system or a previous version of the system is approved. All such approval documents should be submitted in electronic format on the Application CD in a sub-directory called "State\_Approvals".
- **Promotional materials.** Please provide copies of all promotional material that addresses this voting system or any component of this system. All such documents should be submitted in electronic format on the Application CD in a sub-directory called "Promotional\_Material".
- **Deposit check to cover the cost of system testing.** Section 19206 of the Elections Code provides that the applicant must pay the charges for our expert technicians to examine and test the voting system. The Secretary of State must receive the required deposit of the estimated charges from the applicant before consideration of the application will begin. Currently, full examination of a voting system costs approximately \$360,000. Please contact the Secretary of State's Office of Voting Systems Technology Assessment to verify the required deposit amount prior to submission of the application. All deposited funds will be held in an escrow account and, at the conclusion of testing, any remaining funds will be returned upon request by the applicant.
- **Trusted Build.** The VSTL must send a copy of the "Trusted Build" for all software and firmware components of the voting system on encrypted CD directly to the SOS. The VSTL should also include the directory structure of the "Trusted Build." The vendor is responsible for ensuring that the VSTL delivers these materials in a complete form and on a timely basis. An incomplete submission will delay the testing process.
- **Source code. The VSTL must send** a copy of the source code for all software and firmware components of the voting system on encrypted CD directly to the SOS. The VSTL should also include the directory structure of the source code and a map to show how the source code was built into the final install files. The VSTL must also submit all of the executables, COTS applications, and build environment information that will be necessary for functional and source code testing. The vendor is responsible for ensuring that the VSTL delivers these materials in a complete form and on a timely basis. An incomplete submission will delay the testing process.
- **Working model of the complete system.** Provide a working model of the complete system to the Secretary of State. This model will be retained until the determination of whether to approve the system is made and, if approved, through the conclusion of the first statewide election following approval.
- **Working model of HAVA compliant accessibility components.** Provide a second working model of the system's components that are used by voters with disabilities. This includes all voting devices with which the voter with disabilities directly interacts.

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The completed and signed Application – Part 1, the Application CD, Source Code CD, the deposit check and the VSTL reports should all be sent to:

Secretary of State – OVSTA  
Attn: Voting System Applications  
1500 11<sup>th</sup> Street  
Sacramento, CA 95814

If you have questions about the application or certification requirements, please contact the Office of Voting Systems Technology Assessment at (916) 653-7244.

### PART 1 - INSTRUCTIONS

Part 1 must be completed by all applicants. The actual form should be completed in MS Word and submitted electronically either in MS Word or Acrobat PDF, together with the other completed sections and additional required information on CD. Additionally, a copy of Part 1 must be printed, signed and submitted in hard copy together with the electronic submission.

All information contained on this form is a matter of public record.

#### Specific instructions for Part 1:

1. **Application Date-** This is the date the *complete* application is sent to the Secretary of State.
2. **System Name And Version-** Please provide the official name and version number by which the entire system will be named.
3. **Applicant(s)-** Please provide the requested information for each entity that is a party to this application. If there are more than two applicants, please provide the required information on the additional applicants on either an additional copy of the form or a suitably formatted attachment.
  - Name-** Please provide the full legal name of the applicant(s).
  - Principal Address-** If the applicant is a business entity; please provide the legal principal address of the business. If the applicant is a government entity, please provide the official address of the entity. In all cases, this must be a physical address, not a post office box.
  - Type-** Please identify the applicant entity type for each applicant. If "Other," please elaborate.
  - Standing to Present Application-** Please explain each applicant's legal standing to present an application for this system (e.g., licensed distributor, licensed user, manufacturer, jurisdiction, etc.). Note that Section 19202 of the Elections Code stipulates that only parties with an interest in the voting system may bring forward an application.
4. **Certification Contact-** Please identify the person who will serve as the official point of contact for this application and the certification process for this system. For this individual, provide the contact's **name, mailing address, telephone number, fax number and email address.**
5. **Type of Application-** Please indicate the nature of this application. The possible application types are:
  - Entirely new system-** No version of this system has previously been approved for use in California.
  - Update of currently certified system-** All, or part, of this system has previously been approved for use in California. The system may include new components that have not previously been approved for use in California. *Please provide the date the last version was approved.*
  - Blended-** The application seeks approval to combine elements of separately approved systems into a new system. *The Secretary of State reserves the right to determine the extent of testing necessary for evaluation and approval of blended voting systems.*
  - Request for administrative approval-** Administrative approval of a voting system is an alternative to the full examination, testing and review of new and updated voting systems. Generally, administrative approval is limited to minor changes of extremely limited scope, or modification of the approved procedures for a voting system. *The Secretary of State is the sole determinant of whether an application qualifies for administrative approval. The Secretary of State reserves the right to determine the extent of testing, if any, necessary for evaluation and determination of administrative approvals.* No hardware, firmware or software modification to a

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previously approved system is permitted unless the vendor notifies the Secretary of State of the proposed modification and the Secretary approves its use without requiring full certification testing of the entire system. (See CA Elec. Code §19213.)

**Amended-** This is an updated or amended application for a system that is currently under review or consideration for California approval.

### 6. Identification of system components

**Hardware-** For each hardware component of this system, identify the following:

**Name (Model #)-** Provide the official name of the hardware component and, if applicable, the model number assigned to that hardware component.

**Version-** Please provide the *exact* version number of any firmware that runs on the hardware component. *Software applications that actually run on a hardware component should be separately listed in the software section below.*

**New/Updated/No Change-** Please check the appropriate box to indicate whether the hardware component is "New" (no version of the component has previously been approved for use in California), "Updated" (other versions of the component have previously been approved for use in California) or "No Change" (this particular version of the component has already been approved for use in California.)

**Description-** Please provide a brief description of the hardware component, such as "precinct-based mark-sense ballot scanner," "high speed ballot scanner," or "touch screen DRE."

**Software-** For each software component of this system, identify the following:

**Name-** Provide the official name of the software component.

**Version-** Please provide the *exact* version number of the software component. *Software applications that actually run on a hardware component but are not firmware should be separately listed in this section as indicated in the example below.*

**New/Updated/No Change-** Please check the appropriate box to indicate whether the component is "New" (no version of the software component has previously been approved for use in California), "Updated" (other versions of the component have previously been approved for use in California) or "No Change" (this particular version of the component has already been approved for use in California).

**Description-** Please provide a brief description of the software component, such as 'election definition and ballot formatting application', or 'vote tabulation and reporting application'.

*If the software is an election management system with multiple separate modules or sub-components, please list the overall system name and version number, then list each sub-component application in the lines immediately following, indicating each subcomponent in the 'name' field as indicated in the example below:*

#### Software Example

Name	Version		Description
SuperDuper EMS	2.12	<input type="checkbox"/> New <input checked="" type="checkbox"/> Updated <input type="checkbox"/> No Change	A complete election management comprised of the three components listed below.
EDS (a component of SuperDuper EMS v2.12)	1.76	<input type="checkbox"/> New <input checked="" type="checkbox"/> Updated <input type="checkbox"/> No Change	Software application to define election and create ballot layout
XYZ (a component of SuperDuper EMS v2.12)	2.02	<input type="checkbox"/> New <input checked="" type="checkbox"/> Updated <input type="checkbox"/> No Change	Software application used to program the precinct Model 5 precinct scanners and the Model Q DREs.
ETR (a component of SuperDuper EMS v2.12)	1.15	<input type="checkbox"/> New <input type="checkbox"/> Updated <input checked="" type="checkbox"/> No Change	Software application that tabulates the vote results and reports vote results in a variety of pre-defined reports. Also used to export vote results in HTML format.

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Q Plus	8.24.2	<input checked="" type="checkbox"/> New <input type="checkbox"/> Updated <input type="checkbox"/> No Change	Software application (user interface) that runs on the Model Q, presenting the ballot to the user and recording and tabulating the voter's vote choices.
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**COTS Components-** For each Commercial Off-The-Shelf (COTS) component of the system (hardware or software), please identify:

**Name/Model/Version-** If a make and version of the component is specified for the voting system, please provide the exact name, model and version. Alternatively, if minimal specifications are prescribed for the component, please provide a descriptive name.

**Manufacturer or Specs; Description-** If a particular make and version of the component is specified for the voting system, please identify the manufacturer. Please also include a brief description of the component and its role in the voting system.

7. **Federal Qualification Numbers And Date Qualified** - Please provide all applicable federal qualification numbers for this system and, for each, the date qualified.

Section 19250 of the California Elections Code mandates that the Secretary of State may not approve a voting system with a DRE component unless that system has received federal qualification. Further, on October 10, 2005, the Secretary of State declared: "Any new voting system to be considered for certification for use in California elections will be required to have ... an application that includes proof of federal certification," (i.e. copies of the United States Election Assistance Commission [EAC] approved Voting Systems Test Laboratory [VSTL] reports and certification number issued by the EAC.) Generally, federal certification must be obtained prior to the submission of the Application.

8. **Accessibility -- Describe The Types Of Physical And Cognitive Disabilities That Are Supported By This System And Detail The Nature Of That Support** - Please be specific with respect to each type of disability, how it is supported and the system component that provides the support.

**Detail The Alternative Languages That Are Supported By This System** - Please be specific with respect to the languages supported (both audio and written, including whether the system supports character-based languages), how they are supported and on which components.

9. **Upgrade Plan For Existing Customers – Identify All Current California Customers That Will Be Affected If This System Is Approved And Detail The Plan For Their Upgrade** – If approval of this system will require existing customers to upgrade part or all of their current system, please identify each of those customers and detail the plan for their upgrade. This plan should be specific as to the components that will be upgraded, the timeframe for that upgrade, who will perform the upgrade and who will be responsible for any costs associated with the upgrade.

10. **Users' Group – Provide Detail On The Existing Users' Group Or Detail The Plan For Creating A Users' Group-** If a California users' group already exists for this voting system (or previous versions of the system), please provide the details on that users' group, including: how frequently it meets; where it meets; who plans the meetings, sets the agendas and chairs the meetings; and how minutes or information from the meeting are distributed to all California users of the system. If a California users' group does not currently exist, please provide the plans to form such a group, providing the detail identified above.

**Attestation and signatures-** Each organization that is party to the application must have a representative sign the application certifying the information contained in the application is true and accurate. Each signatory must be a person legally authorized to sign and submit the application on behalf of the applicant or organization.

## PART 2 – OWNERSHIP

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Part 2 must be completed by all applicants. If there is more than one applicant entity for this application, Part 2 should be completed for each applicant as a separate file. Each file should be named “**Application Part 2 – XXXX.doc**” (or **.pdf**), where XXXX represents the applicant’s name. The form should be completed in MS Word and submitted electronically either in MS Word or Acrobat PDF, together with the other completed sections and additional required information on CD.

All information disclosed in Part 2 is a matter of public record.

*Specific instructions for Part 2:*

1. **Applicant Entity** – *If the entity is a government jurisdiction, complete only sub-parts 1.1 & 1.5. Otherwise, this section should be completed in its entirety.*
  - 1.1. **Applicant’s Full Legal Name-** Please provide the full legal name of the applicant.
  - 1.2. **Type of Entity-** Please indicate the legal status of the applying entity. If ‘Other’, please explain in the additional space provided.
  - 1.3. **Date Established-** If the applicant is not an individual, please indicate the date the entity was legally established.
  - 1.4. **State of Incorporation-** If the applying entity is a corporation, please indicate the US state (or country) in which incorporated. If entity is another form of business entity, please indicate the US state (or country) in which registered.
  - 1.5. **Principal Address-** Please provide the primary legal address of the entity.
  - 1.6. **Principal Officers and their Mailing Addresses-** For corporations, please identify the Chief Executive Officer, the Secretary, the Chief Financial Officer and all Directors. For partnerships, please identify each of the partners. For sole proprietorships and Subchapter S corporations, please identify the principal. For each individual identified, please provide title and mailing address.
  - 1.7. **Agent For Service of Process-** Please provide the name and address of the designated agent for service of process in California.
  - 1.8. **Provide Legal Name and Address of All Entities With More Than 10% Ownership Interest in this Applicant Entity-** If the applicant entity is not a sole proprietorship, Subchapter S corporation or partnership, please provide the legal name and mailing address of each entity that owns 10% or more interest in the applicant entity.
  - 1.9. **D-U-N-S Number-** If the applicant entity has been issued a Data Universal Numbering System (D-U-N-S®) number by Dun & Bradstreet, please provide this number. If no such number has been issued to this entity, please state “None Issued.”
  - 1.10. **Gross Annual Sales For the Last Three Fiscal Years-** Please provide the Gross Annual Sales for the applicant business entity separately for each of the last three fiscal years. For each, please provide the end date of each fiscal year.
2. **Manufacturing and Software Development**
  - 2.1. **Applicant Address for Manufacturing and Development-** For each hardware or software component of the voting system manufactured or developed by the applicant, identify the component and the primary address of manufacture or development.
  - 2.2. **System Components Not Manufactured Or Developed By Applicant-** For each hardware or software component of the voting system that is manufactured or developed by an entity other than the applicant, identify (a) the component, (b) the name of the entity that develops or manufactures the component, (c) the financial relationship between that entity and the applicant, (d) the principal address of that entity and (e) the primary address where that component is manufactured or developed.
  - 2.3. **Intellectual Property Rights-** For each component of the system for which the applicant does not own full intellectual property rights, identify (a) the component, (b) the name of any entity that owns any intellectual or other rights in the component, (c) the contractual relationship between that entity and the applicant, and (d) the principal address of that entity.

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### PART 3 – REFERENCES

Part 3 must be completed by all applicants. The form should be completed in MS Word and submitted electronically either in MS Word or Acrobat PDF, together with the other completed sections and additional required information on CD.

All information disclosed in Part 3 is a matter of public record.

#### Specific instructions for Part 3:

#### 1. CERTIFICATION IN OTHER STATES

- 1.1. **For Each State Where This Exact System Is Already Certified Or Application Has Been Made-** If necessary, please either add additional lines to the table or list all additional states in a separate document, providing the required information for each.:

- Any states that have denied approval of this system
- States that have approved the system
- States in which application is still pending (under consideration)

For each state listed, please provide the following information:

- (a) The name of the state;
- (b) The date on which the application for approval of this exact system was first submitted to the state;
- (c) The current status of that application – Valid entries are “Pending” (still under consideration), “Denied” or “Approved”;
- (d) If the status is “Approved,” provide the date approved. If “Denied,” provide the date denied. Otherwise, leave the field blank;
- (e) If the status is “Denied,” provide the reason given by the state for that denial; and
- (f) Please identify the government employee in that state who is most knowledgeable about the actual testing and evaluation of the system. For this person, please provide the mailing address, telephone number and email address.

- 1.2. **For Each State Where Other Versions Of The System Are Certified-** Please identify other states where another version of this system has been certified. *Do not include states listed in table 1.1, above, where the status is identified as “Approved.”* If ten or less states qualify, please list all. If more than ten, please give preference to states in which the version has been approved for the longest time.

For each state listed, please provide the following information:

- (a) The name of the state;
- (b) The date on which a version of the system was first approved in that state; and
- (c) Please identify the government employee in that state who is most knowledgeable about the actual testing and evaluation of the system. For this person, please provide the mailing address, telephone number and email address.

- 1.3. **If State Approval/Certification Has Ever Been Revoked Or Denied On Any Version Or Component Of This System** – Please identify all states in which approval of any version or component of this system has been revoked or denied, including the State of California. If more than one version or component has been revoked or denied by a state, please list each instance on a separate line. If necessary, please either add additional lines to the table or list all additional instances in a separate document, providing the required information for each.

For each revocation or denial listed, please provide the following information:

- (a) The name of the state;
- (b) The version of the system or component for which approval was revoked or denied;
- (c) The date on which that approval was revoked or denied;

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- (d) The reason given by the state for revoking or denying approval; and
- (e) Please identify the government employee who is most knowledgeable about the circumstances regarding that revocation or denial. For this person, please provide the mailing address, telephone number and email address.

### 2. JURISDICTIONS USING THIS SYSTEM

2.1. **Jurisdictions Outside California Using This System:** Please identify jurisdictions outside California that are using a version of this system, or components of this system. If ten or less, please identify all such jurisdictions. If more than ten, please list only ten in the following order of preference:

- Any jurisdictions using this exact version of the system, with preference to the largest over the smallest; then
- Jurisdictions using any version of this system, with preference to the most current versions.

For each jurisdiction listed, please provide the following information:

- (a) The name of the jurisdiction;
- (b) The population of the jurisdiction;
- (c) Whether the version used in the jurisdiction is the same version for which approval is requested;
- (d) The date the jurisdiction first purchased a version of the system; and
- (e) Please identify the chief elections official for the jurisdiction. For this person, please provide the mailing address, telephone number and email address.

2.2. **California Jurisdictions Using a Version Of This System** – Please identify all California jurisdictions using a version of this system. For each such jurisdiction, provide (a) the name of the jurisdiction and (b) the type of jurisdiction (e.g., “county,” “city,” etc.).

## PART 4 – SYSTEM DOCUMENTATION

All applicants must complete Part 4. The form should be completed in MS Word and submitted electronically either in MS Word or Acrobat PDF, together with the other completed sections and additional required information on CD.

For each system component, the applicant is required to provide the following documentation:

- ☐ Technical and operational specifications (a)
- ☐ Identifying photographs (*hardware components only*) (b)
- ☐ Operating instructions – for election administrators and election staff (c)
- ☐ Maintenance instructions – for election administrators and election staff (d)
- ☐ Training materials – for election administrators and election staff (e)
- ☐ Simplified voter instructions (*for components with which the voter directly interacts*) – these instructions should be in a format for ready posting to the Secretary of State’s website. Please include a suitable mpeg video or, at a minimum, clear illustrations and instructions. (f)

All documentation supplied must be current for the version for which approval is requested.

Information disclosed in Part 4 is a matter of public record. In general, the data provided in satisfaction of the system documentation requirements will automatically be considered a matter of public record *unless the document is clearly labeled as proprietary*. (Please note that labeling a document as “proprietary” does not guarantee that the document will not be made public based on legal determination by the Secretary of State.)

All documentation must be submitted electronically on the application CD, in a sub-directory named “System\_Documentation”. Please, *do not order the documentation data further into sub-directories*.

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Identifying photographs may be submitted in either .JPG, .BMP, .GIF or .TIF format. All other system documentation data may be submitted in either Acrobat PDF or Microsoft Office application format (i.e. Word, Excel, PowerPoint, etc.).

In Part 4 of the Application, complete the table as an index to the system documentation supplied. First, list each system component separately in the first column. Then identify, in the appropriate column, the documentation that satisfies each of the documentation requirements above. For each citation, please include 1) the document filename, 2) the document title, and 3) the section and page within the document where the required information can be found. If multiple documents must be consulted to satisfy this requirement, please cite each.

### PART 5 – CHANGE LOG

This form must be completed if any components, hardware, firmware or software of the proposed voting system have been previously certified in California as another version. The purpose of this document is to identify clearly *all* hardware and software changes made to the system components between the prior approved version and the version for which approval is requested.

The Part 5 – Change Log is a Microsoft Excel workbook. Within the workbook, the applicant should complete a separate worksheet for each system component that has previously been certified in California as a different version than the version for which approval is sought. All changes between the previously certified version and the current version must be clearly identified.

For each worksheet and changed component:

- 1) Rename the worksheet tab to correspond with the component name. (Right click on the tab & select “RENAME” from the pop-up menu.)
- 2) At the top of the worksheet, complete the header information:
  - ☐ Component Name [cell C1];
  - ☐ Current Version of the component (the version for which approval is sought [cell F1]; and
  - ☐ Last Version Certified (last version of the component that was approved for use in California) [cell F2].
- 3) List all changes to the component that have occurred since the last certified version, each on a separate row. Changes should be listed in chronological order, starting with the oldest and ending with the most recent change. For each change, please provide the following information:
  - (a) **Vendor ID# (column B)** – This is the internal tracking number, if any, that the applicant has assigned to this bug or modification. (*optional*)
  - (b) **Version Changed (column C)** – Please identify the version of the system component in which the change was made.
  - (c) **Type of Change (column D)** – Please indicate the nature of the change. Valid options are:
    - Cosmetic – Minor changes that affect the appearance of the component that have no impact on the actual functionality or performance of the component. This would include things like minor cabinet changes on hardware, or minor changes to screen layout in software.
    - Minor Bug Fixes – Minor fixes to resolve bugs that did not materially affect the usability, accuracy, security or reliability of the voting system.
    - MAJOR Bug Fixes – Modification of the component to resolve a bug that materially affected the usability, accuracy, security or reliability of the voting system.
    - New Feature – Introduction of a new feature for this system component.
    - Performance Enhancement – Modification that substantially improves performance of the system without other functional changes. For example, a modification to make a report run faster, without changing the composition or layout of the report.
  - (d) **Description of Symptom/Problem (column E)** – This should be a plain language description of the symptom, bug or problem the modification was meant to address. Be

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specific. The description should be written to be understood by someone who is not intimately familiar with the voting system.

- (e) **Version Discovered (column F)** – Please identify the version of the component in which the problem or bug originated, or, if that is not known, the version in which the problem or bug was first identified.
- (f) **Describe Fix/Modification/Enhancement (column G)** – Please provide a concise, specific description of the modification made. This should be a plain language description. The description should be written to be understood by someone who is not intimately familiar with the voting system.

### NEXT STEPS

Once a complete Application with all required material is received, the Secretary of State will review it. You will be contacted if any parts of the Application submission are missing or determined to be insufficient.

After determination that the Application is sufficient, Secretary of State staff will contact you to begin making arrangements for the examination and testing. At that time, a tentative date will be targeted for the public hearing. California law requires publication of a notice of the public hearing at least 30 days prior to the hearing.

Finally, the applicant will also be required to provide to the Secretary of State the following:

- Prior to final approval of the voting system, final copies of all applicable VSTL reports for the system; and
- Proof that the complete source code for the system has been deposited in an approved California escrow facility, in accordance with Section 19103 of the Elections Code.

For more information on the testing and certification process, please refer to the Secretary of State's website at: [http://www.sos.ca.gov/elections/elections\\_vs.htm](http://www.sos.ca.gov/elections/elections_vs.htm).